

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, November 19, 2014
First Floor Conference Room
Monroe City Hall**

Chairperson Shaun McGowan called the meeting to order at 7:45 a.m.

1. Roll Call

Present: Chairperson Shaun McGowan, Chris Bica (arrived at 7:47 a.m.), Mayor Robert Clark, Kimberle Daniels, Scott Goocher, Les Lukacs, Steve Pipis, Jodie Stevens, Tom Stewart, Anthony Trujillo, Cheri Weakly

Excused:

Staff: Paula Stanifer, Dan Swallow, Patrick Lewis (left at 8:20 a.m.)

Guests: Mary Gail Beneteau, Frank Grzywacki (arrived at 8:05 a.m.), Janet Berns (arrived at 8:50 a.m.)

2. Consent Agenda

- A. Approval of November Agenda
- B. Approval of Minutes of October 15, 2014 DDA meeting
- C. Financial Reports: Revenue and Expenditure, Itemized Expenditure

Motion by Ms. Weakly, seconded by Ms. Stevens to approve the Consent Agenda.

Motion carried unanimously.

3. 2014-2015 Work Program

A. Committee Project Status Reports

1. Design Committee – Jodie Stevens

Ms. Stevens thanked everyone for helping to decorate Downtown last Saturday. There was a great turnout. Very positive comments about decorating with purple ribbons in honor of Chelsea Bruck. Snowflakes will be up today or tomorrow.

2. Promotions Committee – Mary Gail Beneteau

Ms. Beneteau reported on Tree Lighting for this Saturday, November 22 from 5-8 p.m. Monroe Big Band will be performing. We will have carriage rides, Santa, and 15 crafters/vendors.

3. Development Committee – Jim Jacobs

Mr. Swallow presented a snow hauling proposal received by Ron Noel. Mr. Lewis discussed City resources and their responsibility. Questions were asked and answered.

Motion by Ms. Stevens to support the contract with Noel up to \$25,000 for removal of snow from the curb line. If additional funds are needed up to the \$25,000, it will be taken from our reserve account; Mr. Pipis seconded.

Motion carried unanimously.

Discussion on Parking Restrictions was tabled until further notice. The Traffic Committee is having discussions on this.

A receipt from Washington Street Printers was presented for reimbursement for handbooks for Packets being distributed to all businesses.

Ms. Weakly made a motion to pay Washington Street Printers for handbooks totaling \$794.00; Mr. Trujillo seconded.

Motion carried unanimously.

4. Façade Grant Committee – Steve Pipis

36 West Front Street- Work is completed. All receipts and cancelled checks have been submitted. Work was completed as described in contract. Pictures of before and after were shown. Mr. Swallow continues to work on an easement agreement.

Motion by Mayor Clark to pay Jim and Diane Allen owner of 36 West Front \$10,000 in reimbursement for façade grant; Mr. Bica seconded.

Motion carried unanimously.

111 East First Street – Work is completed as described in contract. All receipts and cancelled checks have been submitted.

Motion by Ms. Stevens to pay Gary Vajcner owner of 111 East First Street \$10,000 for reimbursement for façade grant; Ms. Daniels seconded.

Motion carried unanimously.

B. DDA Office Report

Every Door Direct Mailing went out last Friday advertising the Tree Lighting, highlighting Parking Validation, and ten business ads.

Ms. Stanifer is working with Brad Schrieber to create a new Parking Brochure.

4. Other Business

Evlynne Mallinger's husband passed away and she is now retiring. The position has been posted for a new Parking Enforcement Officer. Staggered shifts are being proposed to better cover the Downtown area.

5. Communication

City Council is interested in meeting with the DDA to share thoughts. Mayor Clark suggested committee members attend and not just the Chairperson. Tentative date is December 8 at 6:00 p.m.

Mr. Swallow announced that the City was the recipient of a grant to do streetscape work from the bridge to Willow on Monroe Street. The grant will replace the current street lights to the historic ones.

The City is looking for projects (\$10,000 or more with a life span of 5+ years). These will go to council for review for the Capital Improvement Budget.

Mr. Swallow has submitted a letter of interest for assistance in design with the alley scape projects.

Crowdfunding asked for a short video. MPACT is working on video and it should be completed by December 1, 2014.

Mr. McGowan discussed a MASA soccer event that over 5,000 people attended. 101 teams came from out of town to participate. Hotel rooms, restaurants, etc. have benefited. He would like us to become involved with them and promote Downtown. Mayor Clark suggested a shuttle to Downtown from the soccer fields, and signage promoting, "Downtown – 1 mile."

6. Adjournment

A motion to adjourn was made by Ms. Stevens, supported by Ms. Daniels at 9:08 a.m.

Motion carried unanimously